

ARLINGTON FINANCE COMMITTEE
MINUTES OF MEETING
7:30PM TOWN HALL HEARING ROOM
6/13/11

ATTENDEES:

McGaffigan	Bayer	Jenkins	Phelps	Corredera
DeCoursey	Connors*	Simmons	Gibian*	
Tosti*	Foskett*	Deyst	Ronan	
Ferrara	Franclemont*	Jones*	Deshler*	
DuBois*	Howard*	Fanning*	Carman*	Turkall*

* Indicates present

VISITORS: Deputy Town Manager Adam Chapdelaine

MINUTES of 6/6/11 approved as corrected. Unanimous.

MINUTES of 6/8/11 approved as printed. Unanimous

PRECINCT BOUNDARY CHANGES: Chapdelaine provided a map (Ref 1) of the new boundaries w/ member homes marked. Only Franclemont, who will now be in Pct 5 is affected. DuBois, currently from Pct 5, is resigning so Franclemont will represent her new pct. Turkall to advertise for a Pct 9 member in Oct.

INTERNAL TRANSFERS: Chapdelaine provided a list (Ref 2) of transfers within the Manager's departments along w/ explanations. He did not request a reserve fund transfer. The steps taken earlier in the year when a larger shortfall was predicted provide a cushion that allowed this to happen. The largest transfer totaled \$636,241 to Snow & Ice and used funds from all depts. The Superintendent notified the Chair earlier that the schools would not need a transfer. The Fire Dept was on budget

VOTED to approve the transfers as recommended. Unanimous.

RESERVE FUND: The committee considered transferring \$29k to the Deferred Compensation Acct. But this acct now has \$100k which was judged adequate, The balance will be allowed to roll into Free Cash. The \$200k from the Tip Fee Fund transferred to the Reserve Fund last Fall (see FinCom Minutes of 11/3/10 and FinCom Report to Special Town Meeting Art 2) may be used to offset the Sanitation Budget in FY13 as an appropriation from free cash.

VOTED to authorize the Chair to appropriate up to \$10k and w/ the approval of the Vice Chairs up to \$20k from the FY12 Reserve Fund during the summer provided that the members are notified by email of any such transfers.

Unanimous.

Ref 1 Voter Reprecincting Map

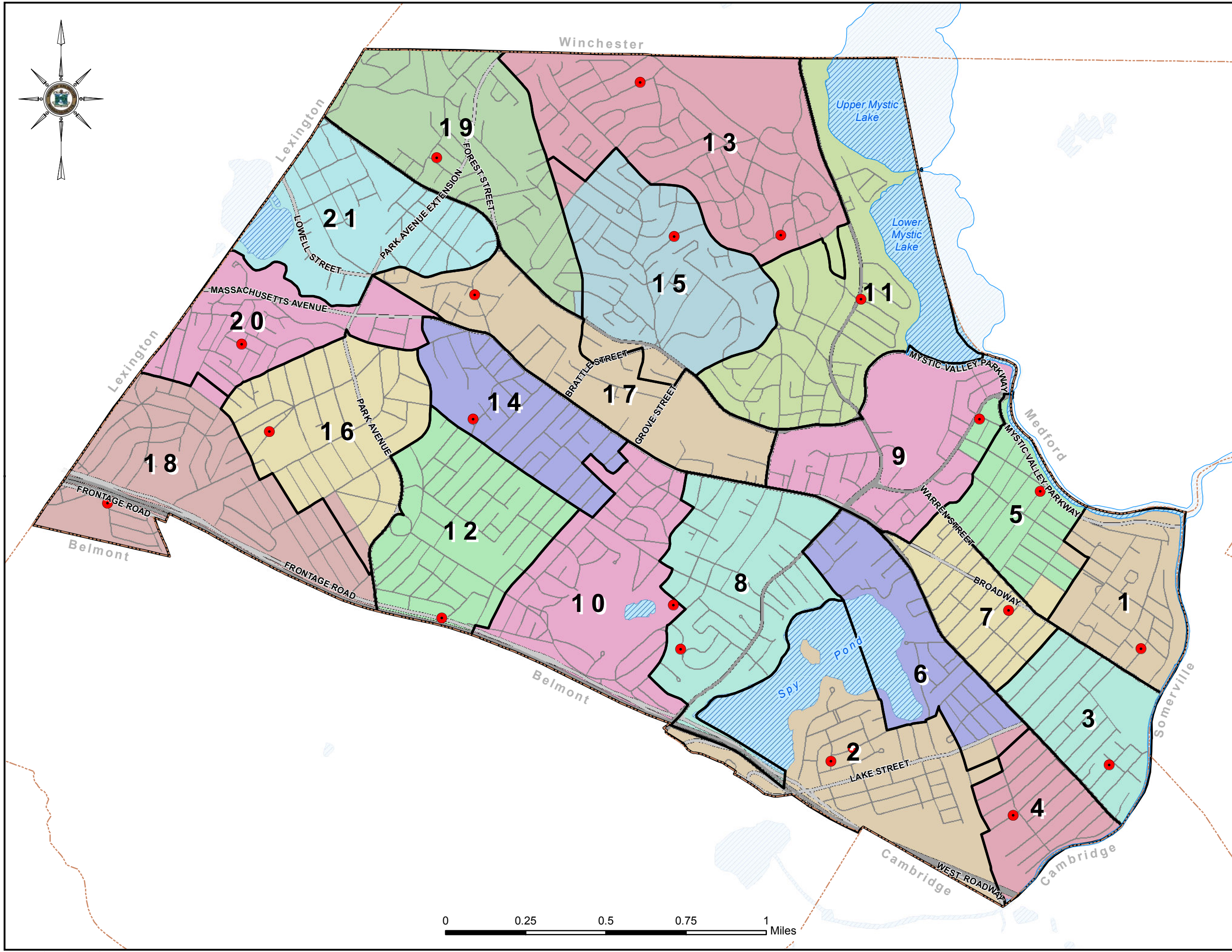
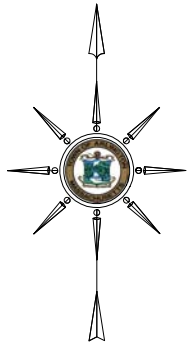
Ref 2 Year End Transfers

COMMITTEE: The Chair appointed Foskett Acting Chair in Tosti's absence.

RESERVE FUND BALANCE: 470,892.31-63,933.15 (Voted 6/8)=406,959.16

Peter Howard 6/13/11 Revised 6/14/11


cc FinCom Members, Library File, Town Web Site




Board of Selectmen Proposal (A) Voter Reprecincting Census 2010

Town of
Arlington, MA

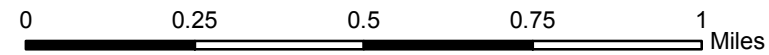
2011 Proposed Precinct	2010 Population	Variance from Target Pop. (2,040)
1	1,953	-4.26
2	2,026	-0.69
3	2,052	0.59
4	2,028	-0.59
5	2,002	-1.86
6	2,026	-0.69
7	2,043	0.15
8	2,042	0.10
9	2,028	-0.59
10	2,087	2.30
11	2,071	1.52
12	2,134	4.61
13	1,970	-3.43
14	2,017	-1.13
15	1,945	-4.66
16	2,097	2.79
17	2,029	-0.54
18	2,120	3.92
19	2,037	-0.15
20	2,107	3.28
21	2,030	-0.49

 Voting Precinct: 2000 - 2010

 Finance Committee Member

The Census 2010 data in this map is from the Redistricting data release. The 2011 Proposed Precincts were defined from a map provided by William F. Galvin, Census Liason. For more information about the Redistricting data, please visit <http://2010.census.gov/news/press-kits/redistricting.html>.

Finance Committee Member data created by address matching with road and parcel data. Map created by the Arlington GIS Office and is for planning purposes only. Map last revised: 6/13/2011





**Town of Arlington
Office of the Town Manager**

Adam W. Chapdelaine
Deputy Town Manager

730 Massachusetts Avenue
Arlington MA 02476-4908
Phone (781) 316-3010
Fax (781) 316-3019
E-mail: achapdelaine@town.arlington.ma.us
Website: www.arlingtonma.gov

To: Finance Committee

From: Adam Chapdelaine, Deputy Town Manager

RE: Year End Transfers FY 2011

Date: June 13, 2011

Attached for your review and requested approval is a list of year end interdepartmental transfers. Also attached are memoranda from Department Heads justifying the need for the transfer requests.

These requested transfers are primarily related to reducing the Snow and Ice deficit incurred in FY 2011. In December of 2010, the Town Manager implemented departmental cuts in order to mitigate the impacts of the FY 2012 shortfall that was projected. These cuts have made funding available within the FY2011 town appropriation to significantly reduce the snow and ice deficit to within the amount appropriated to be raised in FY 2012.

GENERAL FUND

Department	Amount Required		Transfer Source											
	Expense	Salaries	Town Manager Salaries	Town Manager Expense	Personnel Expense	Comptroller Expense	IT Salaries	Legal Salaries	Planning Salaries	Police Salaries	Fire Salaries	Fire Expense	Library Expense	Insurance Appropriation
Personnel		\$900			\$900									
ZBA		\$2,000							\$2,000					
Gibbs/Parmenter		\$20,600							\$2,400					\$20,600
Police Expenses		\$55,000								\$55,000				
CS Support		\$40,000								\$40,000				
Libraries		\$2,000											\$2,000	
	Amount Required Total													
Snow and Ice		\$636,241	\$3,000	\$5,000	\$4,100	\$8,400	\$15,000	\$10,000	\$2,500	\$140,000	\$30,000	\$5,000	\$15,975	\$397,266



TOWN OF ARLINGTON

DEPARTMENT OF PERSONNEL

730 MASSACHUSETTS AVENUE, ARLINGTON, MA 02476
PHONE (781) 316- 3120 FAX: (781) 316-3129

CARYN COVE MALLOY
DIRECTOR OF PERSONNEL

MEMORANDUM

TO: Deputy Town Manager Adam Chapdelaine
FROM: Personnel Director Caryn Malloy *cm*
RE: Transfer Request
DATE: June 9, 2011

I am requesting a transfer of \$900 within the Personnel Budget to cover a projected deficit in Longevity; this item was under appropriated in the FY11 Budget.

Please do not hesitate to contact me should you require more information.

Thank you.




Town of Arlington
Inspectional Services Department
51 Grove Street
Arlington, Massachusetts 02476
781-316-3390
www.arlingtonma.gov

Mr. Adam Chapdelaine
Deputy Town Manager
730 Mass Ave
Arlington, MA 02476

May 26, 2011

Dear Mr. Chapdelaine,

Due to an excessive number of zoning hearings, I am writing to request a funding transfer of \$2,000 to the Zoning Board of Appeals Advertising Budget #0117382-5201. At present the Zoning Board of Appeals has 31 docketed cases for FY2011, accumulating approximately \$5400 in advertising cost of which \$3500 had been budgeted.

Respectfully,

Michael F. Byrne
Director of Inspectional Services

Cc C. Morgan ZBA



TOWN OF ARLINGTON

MASSACHUSETTS 02476

781 - 316 - 3090

DEPARTMENT OF PLANNING and COMMUNITY DEVELOPMENT

MEMORANDUM

To: Adam Chapdelaine, Deputy Town Manager

From: Carol Kowalski, Director of Planning & Community Development

Date: June 13, 2011

Re: Year-end building budgets

Cc: Cindy Fields

Expenses for building maintenance in Town-owned leased buildings this fiscal year exceeded budgeted amounts. This memorandum provides details on why expenses ran over budget.

The budget for snow and ice removal at Gibbs was exceeded by about \$12,000 due to the extraordinary snow this winter. There was also a recent unexpected air-conditioning repair at Gibbs estimated at approximately \$1,000. Also at the former Gibbs School building, the expenses for Johnson Controls to maintain and repair the boiler exceeded budget by approximately \$18,000. The Gibbs boiler was replaced in the fourth quarter, so these boiler repair expenses should not be repeated next fiscal year. Lastly, the weekly check on boilers at Gibbs and Parmenter performed by Chester Strong was not budgeted. This amounts to slightly under \$2,400.

Please let me know if you need more information or if you, or the Finance Committee, have further questions.

Arlington Police Department

Frederick Ryan
Chief of Police



POLICE HEADQUARTERS
112 Mystic Street
Telephone 781-316-3900

Town of Arlington
MASSACHUSETTS 02474

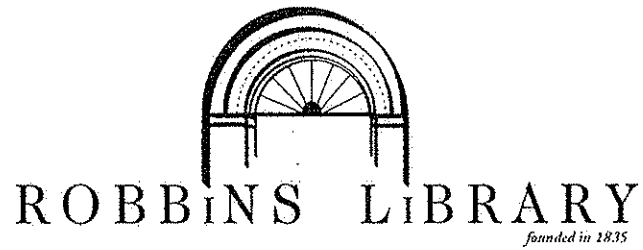
Date: June 9, 2011
To: Adam Chapdelaine
Deputy Town Manager
From: Frederick Ryan
Chief of Police
Re: FY11 Budget Transfers

We are projecting a surplus in the Police Personnel Services account (0121081) of \$100,107. As a result, please consider transfers from Police Personnel Services to the following accounts:

- Support Services (0121281) **\$40,000** – this deficit is largely the result of a retirement buyout of a 32-year employee and the deficit was partially offset with \$9,399.57 of state 9-1-1 grant funds.
- Police Expenses (0121082) **\$55,000** – this deficit was the result of unanticipated building/mechanical repair expenses and police fleet repair expenses.

Thank you for your consideration in this matter and please do not hesitate to contact me if you have any questions.

Proactive and Proud



TO: Brian Sullivan, Town Manager

FROM: Maryellen Loud, Library Director

DATE: June 13, 2011

RE: Transfer of funds

I am requesting a transfer of \$2,000 from the FY 2011 budget from expenses to salaries to cover some of the buy-out of Jennifer DeRemer, a 25 year employee, who is retiring this month. Several employees who also retired this fiscal year required buy-outs which were absorbed by the library salary budget. Thus all buyouts will have been funded by the library budget.